

MINUTES APRIL 17, 2018

GRAND RAPIDS HOUSING COMMISSION

The regular meeting of the Grand Rapids Housing Commission was held on April 17, 2018 in the conference room of the administrative building at 1420 Fuller SE, Grand Rapids, Michigan. The President called the meeting to order at 6:11 p.m.

Roll Call: Present: Butler, Miles, Steimle, Zylstra

Absent: Bunn

The President declared a quorum present.

Also attending the meeting: Hattie Tinney, Deputy Executive Director

The President designated the Executive Director Chair for the purpose of election of officers.

The Chair announced that nominations for the office of President and Vice President were in order.

Commissioner Miles, supported by Commissioner Zylstra, placed the name of Commissioner Butler in nomination for the office of President and Commissioner Zylstra in nomination for the position of Vice President.

18-01 Commissioner Miles, supported by Commissioner Zylstra, moved that the nomination be closed and that a unanimous ballot be cast.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The Chair declared the motion carried and Commissioner Butler was elected President and Commissioner Zylstra was elected Vice President.

**MINUTES:**

18-02 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the regular meeting of February 20, 2018.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

18-03 Commissioner Miles, supported by Commissioner Zylstra, moved to approve the Minutes of the Public Hearing of February 20, 2018.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**RESOLUTIONS & MOTIONS:**

1. The Director presented the Commission with a copy of the resolution approving the financial statements for period ending March 31, 2018.

18-04 The following resolution was introduced read in full and considered:

RESOLUTION APPROVING OPERATING

STATEMENT OF INCOME AND EXPENDITURES

WHEREAS, the Operating Statements of Income and Expenditures for the period ended March 31, 2018 has been prepared for and submitted to the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission has reviewed the Statements; and

WHEREAS, the Housing Commission, in its review, has determined that the expenditures are necessary in the efficient and economical operation of the Housing Commission for the purpose of serving low income families.

NOW, THEREFORE, BE IT RESOLVED that the Operating Statement of Income and Expenditures for the period ended March 31, 2018 are in all respects approved.

Commissioner Miles, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

2. The Director presented the Commission with a copy of the resolution approving the Budget Revisions for the fiscal year ending June 30, 2018.

18-05 The following resolution was introduced, read in full and considered:

RESOLUTION APPROVING  
REVISED OPERATING BUDGET  
FOR FISCAL YEAR 2018

WHEREAS, an operating budget for the fiscal year ending June 30, 2018 has been previously approved by the Grand Rapids Housing Commission; and

WHEREAS, the Housing Commission, in its review, has determined that revisions to the operating budget are necessary for the efficient and economical operation of the programs.

NOW, THEREFORE, BE IT RESOLVED that the proposed revised operating budget for the fiscal year ending June 30, 2018 is in all respects approved.

Commissioner Zylstra, supported by Commissioner Miles, moved adoption of the foregoing resolution.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

3. The Director presented the Commission with a copy of the resolution approving laundry bids for Adams Park, Leonard Terrace, and Mount Mercy.

18-06 The following resolution was introduced, read in full and considered:

RESOLUTION AUTHORIZING  
LAUNDRY EQUIPMENT SERVICES AGREEMENT  
ADAMS PARK, LEONARD TERRACE, AND MT. MERCY APTS.

WHEREAS, the Grand Rapids Housing Commission has circulated *Requests for Proposals* for the provision of laundry equipment services at the Adams Park, Leonard Terrace, and Mt. Mercy Apartments; and,

WHEREAS, Coinmach Service Corporation has submitted the most advantageous proposal for the Adams Park, Leonard Terrace, and Mt. Mercy Apartments.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Director be authorized to enter into an agreement with Coinmach Service Corporation.

Commissioner Miles, supported by Commissioner Zylstra, moved adoption of the foregoing resolution.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried.

**DIRECTOR'S REPORT**

1. The Director presented the Commission with the Annual Demographic Reports for their review as it relates to Persons Served, Racial Composition and the Waiting list demographics.

2. Vacancy Report for February 2018.

Adams Park	5
Campau Commons	3
Scattered Site I-V	2
<b>Public Hsg. Total</b>	<b>10</b>
Creston Plaza	0
Homeown Rental	0
Hope Community	3
Leonard Terrace	1
Oakdale	0
Mt. Mercy	3
Ransom Tower	6
Sheldon Apts.	1
<b>Overall Total</b>	<b>24</b>

3. The Director presented the Board with a copy of the Section 8 Status Report for March 2018 which shows a 95.4% utilization rate currently. The Director reported that there a

couple hundred vouchers that are available for use, but that potential tenants are finding it difficult to find appropriate available units for rent.

4. The Director presented the Commission with a copy of the Personnel Report for March 2018.

5. The Director requested authorization to send the Deputy Executive Director to the Moving To Work Conference in Washington D.C., May 1-2, 2018.

18-07 Commissioner Zylstra, supported by Commissioner Steimle, moved to authorize the Director to send the Deputy Executive Director to the Moving To Work Conference in Washington D.C., May 1-2, 2018.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the motion carried

6. The Director reminded the Board that he needs names for filling the openings on the various non-profit boards and the Affordable Housing Community Fund. The Director and Board President Bobbie Butler will be meeting with the mayor of Grand Rapids on May 7, 2018 to discuss appointments to the Affordable Housing Fund board. The application for applying to any of these boards was passed out to all of the commissioners.

18-08 There being no further business to come before the Commission, it was moved by Commissioner Steimle supported by Commissioner Miles to adjourn.

Ayes: Butler, Miles, Steimle, Zylstra

Nays: None

The President declared the meeting adjourned at 7:15 pm.

Carlos A. Sanchez

Executive Director/Secretary